



TRAINING ANNOUNCEMENT

Incident Communications Center Manager (INCM)

June 6 - 8, 2023

State Preparedness Training Center

Course Description

COMLs and COMTs are not the only communications professionals who manage the communications requirement during an incident or planned event. For some incidents, the COML establishes an Incident Communications Center staffed with Radio Operators and/or Incident Tactical Dispatchers (INTDs) to provide communications support for operations. Once radio personnel and/or telecommunications are on scene, it becomes important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span-of-control issues.

The All-Hazards Incident Communications Center Manager course is designed to prepare Communication Unit Leaders, dispatch supervisors and public safety communication professionals for managing all functions in an Incident Communications Center. The course is taught by instructors with experience in dispatch operations, COML and INCM.

Each attendee participates in hands-on training exercise and receives a Position Task Book (PTB).



Course Capacity

- In person: Minimum of 10 or a Maximum of 20 vetted/qualified students

Prerequisites for Attendance

(Prerequisites must be provided to OIEC and verified two (2) weeks in advance of the course.)

- Personal experience:
 - Awareness of fundamental public safety communications technology
- Completion of the (MOST RECENT) following online courses from the FEMA/EMI website:
<https://training.fema.gov/is/>
 - IS-100: Introduction to the Incident Command System, ICS 100
 - IS-144: Telecommunicators Emergency Response Taskforce (TERT) Basic Course
 - IS-200: Basic Incident Command System for Initial Response
 - IS-700: An Introduction to the National Incident Management System
 - IS-800: National Response Framework, An Introduction
- Additional recommended training:
 - ICS-300: Intermediate Incident Command System for Expanding Incidents, is recommended, but not required
- Additional documentation:
 - Student Authorization Training Letter

Course Provider

This course will be taught by a team of CISA-ECD Instructors, and NY State COMU Instructors from the DHSES-OIEC, who have both practitioner and COMU experience.

Location

State Preparedness Training Center (SPTC)
5900 Airport Road, Oriskany, NY 13424

Cost

There is **NO FEE** for this course. **Lunch will be provided.** Travel and all other meals are the responsibility of the course participant.

Date & Times

June 6, 2023; Registration and Check-In: (7:30 AM – 8:00 AM)
June 6 - 8, 2023; Course: (8:00 AM – 5:00 PM)



Registration Process

All student registrations will be reviewed by DHSES-OIEC, and the lodging reviewed by the SPTC. Enrollment emails will be sent to students (at the time of enrollment from DHSES LMS) NO LATER THAN 2 weeks prior to the start of the course. Registration does not guarantee a seat in the course.

To register for this course, access the New York State DHSES Learning Management System (LMS) portal on-line go to the following website: <https://lmsportal-dhses.ny.gov/acadisviewer/login.aspx>

If you do not have a User Account with DHSES LMS, you need to submit a New User Account Access Request WebForm to have an account created you. This is necessary to be able to submit a request to register for the course. [New User Account Access Request](#)

No Show Policy

Failure to attend a class you have been enrolled in can result in denial of future course enrollment. If you have not received a confirmation (or denial) two (2) weeks prior to the course start date, please contact DHSES-OIEC at (518) 322-4911, or OIEC.Training@dhSES.ny.gov.

Lodging

You are eligible for lodging if your residence and official workstation are more than 50 miles from the SPTC and you are public sector personnel. Lodging is not available for federal employees or private industry participants. If you are eligible, you will be sent an email with lodging instructions prior to the start of the course. You must be enrolled in the course and have received lodging approval from the SPTC before arriving at the Center, or your lodging will not be covered, and you will not be allowed in the class. SPTC: Phone: (315) 768-5689; E-mail: SPTC.INFO@dhSES.ny.gov; Website: www.dhSES.ny.gov/sptc

If approved by the SPTC, lodging will be provided on the nights of June 5th, June 6th, and June 7th for approved public sector personnel.

To cancel your course enrollment: notify OIEC.Training@dhSES.ny.gov ASAP. **You are responsible for canceling your hotel reservations.**

If you have any further questions, or need more information contact:

DHSES-OIEC: Phone: (518) 322-4911; E-mail: OIEC.Training@dhSES.ny.gov.